PHILIP MORRIS U.S.A.
P.O. Box 26603, Richmond, Virginia 23261

November 17, 1999

Morton G. Hart
Vice President MIS
Field Marketing
640 North Lasalle Drive
Chicago, IL 60610

Dear Mr. Hart:

Philip Morris USA has been conducting ongoing assessments of business partners to determine whether they are appropriately addressing the implications of the Year 2000 century date change. In our last assessment of your company, we were advised that your company had completed all efforts that you deemed appropriate to address the Year 2000, and that you were ready for the century date change.

In order to conclude our assessment of your company, Philip Morris USA is requesting a written statement of Year 2000 Compliance. The statement should indicate that your company has addressed all core business systems, manufacturing operations (as applicable), business critical facilities (such as manufacturing plants and warehouses), and critical suppliers and service providers (such as bank, security, communications and technology providers). It should further state that the necessary steps have been taken so that your company's ability to meet supply and/or service commitments to Philip Morris USA will not be adversely affected by a Year 2000 related problem within your company's control.

As an alternative, your company may provide a written statement detailing contingency plans you have developed to minimize the Risk to your company's ability to meet supply and/or service commitments to Philip Morris USA. The statement of Year 2000 Compliance should be returned to : Year 2000 - Marketing / Events
Attn: Roy Reynolds
Philip Morris USA
P. O. Box 26603
10th Floor, Riverfront Plaza
Richmond, VA 23261

Your assistance in helping us establish a healthy transition to the next century is greatly appreciated. If you have questions regarding this correspondence, please contact Roy Reynolds at (804)698-6580.

Sincerely,

Jose Fontanez
Manager, Event Marketing

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Source: https://www.industrydocuments.ucsf.edu/docs/mzdy0004